

OPERATIONS BULLETIN # 11

Subject: Credit Card Use/For Official Use Only

A State of California Voyager, multi-company, petroleum credit card is issued for each Cal EMA fire, rescue apparatus, communications, and incident support unit. The vehicle license number, unit number, and expiration date appear on the face of the card.

USE AND LIMITATIONS

The credit card may be used only at participating service stations/truck stops for the purchase of motor fuels and lubricants while enroute to, or returning from, an incident wherein the apparatus has been dispatched through the mutual aid system. **Under emergency conditions** (while under a mutual aid dispatch) the card may also be used for the purchase of:

- Cooling system hoses
- Coolant/anti-freeze
- Air cleaner service or dry element replacement
- Head lamps/bulbs
- Chassis lubrication, oil and filter service
- Wiper blades
- Tire repairs

The Cal EMA Fire and Rescue Division must authorize any other emergency purchases/repairs.

The credit card **shall not be used for any purchases** incidental to the use of the apparatus within the jurisdiction to which it is assigned. The credit card issued for one Cal EMA vehicle shall not be used for purchases for any other vehicle.

When making credit card purchases, the responsible operator must review the charges for accuracy prior to signing the delivery slip. Receipts will be attached to monthly log reports and forwarded to the Cal EMA Fire and Rescue Division monthly.

All fuel, lubricants, and minor repairs used/needed during operation at an incident are to be furnished by the agency requesting mutual aid apparatus.

A Voyager Credit Card Usage Instruction Booklet will be provided with each card. This booklet lists all participating oil companies and provides an instruction page for each brand.

Credit cards for each Cal EMA Fire and Rescue Division vehicle/apparatus shall be maintained within the apparatus logbook at all times.

Prior to obtaining fuel or any service from an oil company outlet, operators must establish that the outlet accepts the state credit card.

NOTE: Credit cards from Cal EMA engines shall not be used to fuel strike team leader or other vehicles under any circumstances. Credit card security and unauthorized charges may be the responsibility of the agency to which the apparatus is assigned. Misuse or unauthorized use is a violation of the law.